



## ACTIVITY

**Running sessions in the Cavebus.**

<b>Group</b>	Any groups	<b>PARTY LEADER</b>	Cave bus Instructor / Competent adult.
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Groups of People at Risk	Venue/Locations		Date and Time of Visit		Age Range
All	Mobile Cavebus				5+
Number of People	Male	Female	Total	Ratios – Staff: Participants	
				1: 10 (Advised).	

HAZARD/RISK.	1	Bumps, trips, scrapes, fall	4	Light failure	7	Contraband
	2	Ill fitting equipment	5	Panic	8	Missing person
	3	Piercings / skin tear	6	Entrapment	9	Emergency Lighting

CONTROLS.		Risk Level	ACTIONS.
1	<ul style="list-style-type: none"> <li>Brief participants.</li> <li>Ensure participants are wearing appropriate protective clothing and helmets.</li> <li>Brief participants on how to exit the cave and how best to perform moves in particular forward roll.</li> <li>Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	Low.	<p><b>Briefing by instructor, hand out kit and check for sizes and fitting.</b></p> <p><b>Equipment to be checked before being loaned from Cavebus Company by Cavebus appointed staff.</b></p>
2	<ul style="list-style-type: none"> <li>Do not permit participants to take part if correctly fitting equipment is not available.</li> <li>Vehicle to contain all sizes of protective equipment.</li> </ul>	Low.	<p><b>Briefing by instructor, hand out kit and check for sizes and fitting.</b></p>
3	<ul style="list-style-type: none"> <li>Ask participants to remove piercing jewellery if possible, offer adhesive tape to participants so they can tape down “belly button” jewellery.</li> <li>Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	Low.	<p><b>Participant briefing and availability of adhesive tape.</b></p> <p><b>When operated by Cavebus staff, minimum of 1 will be First Aid trained.</b></p>

4	<ul style="list-style-type: none"> <li>• Brief participants not to worry if their lights fail; encourage a buddy system so participants assist and encourage each other.</li> <li>• Brief participants to make a mental note of the number of the last exit hatch they passed.</li> <li>• Participants to be told that if they are worried shout for help and instructor will open hatch to assist.</li> <li>• Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	<b>Low.</b>	<p><b>Briefing by instructor. Instructor to have light and helmet.</b></p> <p><b>All equipment checked for operation and condition before being issued for use by Cavebus Company.</b></p>
5	<ul style="list-style-type: none"> <li>• Brief participants not to panic, to ask for help and say which emergency exit hatch they have passed or are near.</li> <li>• Instructor to open nearby emergency hatch and assist participant to exit cave.</li> <li>• Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	<b>Low.</b>	<p><b>Briefing by instructor to participants prior to entry to the cave system.</b></p>
6	<ul style="list-style-type: none"> <li>• Instructor to open all hatches (To maintain good circulation of clean air).</li> <li>• Remove ALL other participants from the bus.</li> <li>• Use available helmet/ Emergency light to flood passage with light.</li> <li>• Reassure participant, ensure they are breathing properly.</li> <li>• Assist and talk participants into freeing themselves.</li> <li>• Move participant's limbs into position to allow them to free themselves.</li> <li>• If needed remove sections of the cave to free participant (LAST RESORT).</li> <li>• Seek help if required, call 999 ask for Fire Brigade, explain that the participant is trapped in a "WOODEN SIMULATED CAVE"</li> </ul>	<b>Low.</b>	<p><b>Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</b></p> <p><b>Promote a calm manner with the participant, as not to escalate possible panic situations.</b></p>
7	<ul style="list-style-type: none"> <li>• Instructor to brief participants not to take mobile phones, lighters or matches into cave.</li> <li>• Use the flexi tub provided by the instructor for participants to put their personal possessions in.</li> <li>• Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	<b>Low.</b>	<p><b>Briefing by instructor, flexi tub kept on bus for participants belongings.</b></p> <p><b>Instructor to explain the dangers of taking contraband into the cave system.</b></p>

8	<ul style="list-style-type: none"> <li>• Banks man system to be operated at ALL times. Participants names to be written on a whiteboard (or similar list) and crossed off as they exit the cave.</li> <li>• All kit is numbered, issued on a need basis (i.e. 5 participants, 5 helmets issued) Kit to be counted back in.</li> <li>• Bus is not to be moved while names are still on the banks mans list or kit is unaccounted for.</li> <li>• Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</li> </ul>	<b>Low.</b>	<b>Write participants names on banksmans list.</b>
9	<ul style="list-style-type: none"> <li>• Emergency light kept in drivers cab (under dash board).</li> <li>• THIS IS FOR EMERGENCY USE ONLY</li> </ul>	<b>Low.</b>	<p><b>Ensure that the light is deployed in passageways to light up the system.</b></p> <p><b>Ensure that the light is not directed toward eyes, or making anyone uncomfortable.</b></p>

Assessment completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_



<b>ACTIVITY</b>	<b>Vehicle movements.</b>
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<b>Group</b>	<b>Any groups</b>	<b>PARTY LEADER</b>	Designated, qualified driver.
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Groups of People at Risk	Venue/Locations		Date and Time of Visit		Age Range
All	Mobile Cavebus				21+ (Driver).
Number of People	Male	Female	Total	Ratios – Staff: Participants	

HAZARD/RISK.					
	1	Moving vehicle in confined spaces.	4	Reversing.	7
	2	Moving in normal road conditions.	5	Immobilising / remobilising the vehicle.	8
	3	Moving in crowd conditions.	6		9

CONTROLS.		Risk Level.	ACTIONS.
1	<ul style="list-style-type: none"> <li>All locations to be checked prior to the vehicle being dispatched and manoeuvred into position.</li> <li>All locations to be checked by a qualified PCV driver.</li> <li>All “tight” clearances to be detailed to the driver before departure.</li> <li>Second man sent if deemed needed to assist with vehicle movements.</li> <li>Vehicle ONLY to be driven by tested, competent D or C licence holders.</li> </ul>	<b>Low.</b>	<p><b>Driver and assistant to agree a clear set of hand signals before commencing manoeuvres.</b></p> <p><b>Driver to stop immediately if they loose sight of the assistant.</b></p> <p><b>Drivers to take retests and health examinations as specified by DVLA.</b></p> <p><b>Drivers to undergo periodic CPC professional driver training.</b></p>

2	<ul style="list-style-type: none"> <li>• Vehicles only to be driven by qualified drivers.</li> <li>• Vehicles only to be driven by competent drivers.</li> <li>• Vehicles only to be driven by insured drivers.</li> </ul>	<b>Low.</b>	<p><b>Drivers to take retests and health examinations as specified by DVLA.</b></p> <p><b>Drivers to undergo periodic CPC professional driver training.</b></p>
3	<ul style="list-style-type: none"> <li>• Vehicle to arrive at shows, schools etc before the event (to minimise exposure of moving vehicle to crowds).</li> <li>• Hazard lights to be switched on at all times.</li> <li>• Maximum permitted speed 5mph.</li> <li>• Person to escort vehicle to its desired location. (walk in front of vehicle alerting pedestrians of its presence.)</li> <li>• Drivers to be aware of surroundings and pedestrians locations.</li> <li>• All doors to be closed (To stop stray pedestrians from trying to board the vehicle).</li> </ul>	<b>Low.</b>	<p><b>Drivers to take retests and health examinations as specified by DVLA.</b></p> <p><b>Drivers to undergo periodic CPC professional driver training.</b></p> <p><b>Driver prepared to stop immediately.</b></p>
4	<ul style="list-style-type: none"> <li>• Use Hazard lights and Horn when reversing.</li> <li>• Vehicle only permitted to reverse when a banks man is available.</li> <li>• Bus fitted with reversing lights.</li> </ul>	<b>Low.</b>	<p><b>Drivers to take retests and health examinations as specified by DVLA.</b></p> <p><b>Drivers to undergo periodic CPC professional driver training.</b></p> <p><b>Driver prepared to stop immediately.</b></p>
5	<ul style="list-style-type: none"> <li>• Only Cavebus staff know where to re-energise the bus starting system.</li> <li>• Only Cavebus staff permitted in the cab area of the vehicle.</li> <li>• Cab locked off to other users.</li> <li>• Immobiliser fitted to all vehicles.</li> </ul>		<p><b>Immobilise the vehicle as soon as it is in position.</b></p> <p><b>Only energise the starting system when everything has been cleared away and the vehicle is ready for departure.</b></p> <p><b>Ensure that the cab control panel is switched out.</b></p>

Assessment completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_